

Clerk & Recorder – Records Preservation

Activity Overview

The Records Preservation Fund tracks revenues generated from a fee approved by the legislature for the Clerk and Recorder to maintain and preserve the records on file in the office.

The budget for the Records Preservation Fund has revenues that are reported and segregated in a separate fund. This fund allows the County to keep county records in a proper and professional manner. Expenses in this fund assist the Clerk and Recorder in preservation of records and provide services to customers by:

- Replacement of computers;
- Purchase new document management software;
- Maintenance of equipment;
- Conversion of microfilm to digital format;
- Conversion of digital files to microfilm.
- Repair and preservation of historical paper records; and,
- Set aside funds for future records needs (shelving, cabinets, updates, equipment, off-site records storage.)

The Records Preservation Fund is used for operating and capital expenses.

Activity Goals

- Improve public access to records through electronic media (website, road petition database and vitals database).
- Convert remaining microfilmed records to digital images for use with the EagleRecorder system.
- Preserve birth and death records by placing them in clear non-reactive envelopes and storing them in binders.
- Preserve existing paper records for future use by the public.

Recent Accomplishments

- Received significant revenues for the Records Preservation Fund.
- Completed purchase of new EagleRecorder document recording software.
- Converted existing microfilmed records to digital images for use with EagleRecorder. Have completed all images that are currently computerized back to 1986.
- Converted digital images to microfilm for archival purposes.
- Purchased 5 new computers for Recording Department.
- Rebound and laminated 56 survey books and 3 Index books and 11 record books..
- Provided EagleWeb access to all county departments for Real Estate records from EagleRecorder.
- Purchased and implemented upgrade for FTR minutes recording software.

GENERAL GOVERNMENT

Clerk & Recorder – Records Preservation

Activity Budget

Object of Expenditure	Actual FY 2008	Final FY 2009	Actual FY 2009	Start-Up FY 2010	Request FY 2010	Preliminary FY 2010	Final FY 2010
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Operations	52,500	140,500	30,353	140,602	164,086	164,086	164,086
Debt Service	-	-	-	-	-	-	-
Capital Outlay	-	847,687	244,214	677,324	625,391	630,050	646,672
Transfers Out	-	-	-	-	32,590	32,590	32,590
Total	\$ 52,500	\$ 988,187	\$ 274,567	\$ 817,926	\$ 822,067	\$ 826,726	\$ 843,348

Budget by Fund Group

General Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Special Revenue Funds	52,500	988,187	274,567	817,926	\$ 822,067	826,726	843,348
Debt Service Funds	-	-	-	-	-	-	-
Capital Project Funds	-	-	-	-	-	-	-
Enterprise Funds	-	-	-	-	-	-	-
Internal Service Funds	-	-	-	-	-	-	-
Trust & Agency Funds	-	-	-	-	-	-	-
Total	\$ 52,500	\$ 988,187	\$ 274,567	\$ 817,926	\$ 822,067	\$ 826,726	\$ 843,348

Funding Sources

Tax Revenues	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Non-Tax Revenues	52,500	130,000	148,735	130,000	123,000	123,000	123,000
Cash Reappropriated	-	858,187	125,832	687,926	699,067	703,726	720,348
Total	\$ 52,500	\$ 988,187	\$ 274,567	\$ 817,926	\$ 822,067	\$ 826,726	\$ 843,348

Activity Personnel

No. of Positions	FT/PT	Title	FTE
Staff is not funded in this activity			
Total Program			0

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2010 Budget Highlights

Personnel

- No personnel in the Record Preservation budget – ¾ funded FTE funded from transfer to County General Fund. (\$32,590 for FY 2010)

Operations

- Birth and Death record preservation project.
- New building maintenance cost for Martel Low-rise space.
- Maintenance for all software products and equipment used in the office.
- Microfilm to digital and digital to microfilm conversion of images.
- Transfer for ¾ Clerk & Recorder support position

Capital

- Purchase additional Eagle Recorder modules.
- Complete offsite record storage facility at the Martel Low-rise.
- Purchase back-up generator for Courthouse.

County Commission Goals/Department Response

The County Commission established a set of overarching goals for the county government. Listed below are the County Commission's goals, followed by the methods by which the Clerk & Recorder Records department is striving to fulfill those goals.

Exceptional Customer Service

- Knowledgeable, friendly, helpful staff.
- Accessibility of land information.

Be Model for Excellence in Government

- Clear, consistent, accurate, accessible records using the best technology available.
- Accurately account for all revenue.

Improve Communications

- Internal Department communication.
- Communication with the public.
- Meet statutory requirements related to the recording of documents.
- Prepare long-term growth plan for the department.

To be the Employer of Choice

- Staff has training opportunities available to them.

GENERAL GOVERNMENT

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WORKLOAD INDICATORS / PERFORMANCE MEASURES

Workload Indicators		Actual	Actual	Actual	Projected
Indicator		FY 2007	FY 2008	FY 2009	FY 2010
1.	Record preservation revenue collected	\$207,473	\$180,000	\$146,946	\$123,000
2.	Converted digital records to microfilm	169,741	129,865	124,524	115,000
3.	Converted microfilm records to digital format	100,704	81,000	15,000	45,000
4.	Rebind or repair old records books (project completed FY09)	105	70	50	0
5.	Archive and bind Birth and Death Certificates	n/a	n/a	n/a	34,000

Performance Measures		Actual	Actual	Actual	Projected
Measure		FY 2007	FY 2008	FY 2009	FY 2010
1.	Purchased all computers budgeted for on schedule	4	6	5	0
2.	Loaded & proofed converted digital records	100%	0%	50%	
3.	Purchased Eagle Recorder document recording system	0%	50%	100%	Project complete

Comments